

# FMIS APPLICATION TERMINATION FORM

FMIS FORM #TERM02

05/31/06

<b>USER INFORMATION</b> ADC LOGONID		Email Address		Effective Date	
Employee Name		Employee Title		Phone	
Agency Name		Agency Code		Employee Termination / Transfer Date	

**FORM IS ONLY TO BE USED WHEN EMPLOYEE LEAVES OR ACCESS IS NO LONGER NEEDED TO FMIS APPLICATIONS**

<b>ADPICS - PURCHASING</b>	<input type="checkbox"/> INACTIVATE	<b>Comment:</b>
<b>R*STARS - ACCOUNTING</b>	<input type="checkbox"/> INACTIVATE	<b>Comment:</b>
<b>ADHOC – FOCUS</b>	<input type="checkbox"/> DELETE Rstars Access <input type="checkbox"/> DELETE Adpics Access <input type="checkbox"/> DELETE Tess Access	<b>Comment:</b>
<b>TESS – TIMEKEEPING</b>	<input type="checkbox"/> DELETE	<b>Comment:</b>

FMIS Office Use Only: ___ Remove Rstar Vendor Coordinator _____ GAD signature	FMIS Office Use Only: ___ Remove Adpics Vendor Coordinator ___ Remove Adpics Commodity Liaison _____ DGS Signature
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**APPROVALS: Ensure Functional Coordinator is for proper Application**

Agency FMIS/ADPICS Functional Coord:	Approved ___ Denied * ___	Signature _____	Date _____	Phone _____
Agency R*STARS Functional Coord:	Approved ___ Denied * ___	Signature _____	Date _____	Phone _____
Agency TESS Functional Coord:	Approved ___ Denied * ___	Signature _____	Date _____	Phone _____
Agency FMIS Security Officer:	Approved ___ Denied * ___	Signature _____	Date _____	Phone _____
<b>DBM FMIS Security Officer:</b>	Approved ___ Denied * ___	Signature _____	Date _____	Phone _____
FMIS Control Clerk:	Date Completed _____	Initials _____	*Reason for Denial _____	

The following procedures should be used to delete a security profile from ADPICS, R\*STARS, FOCUS ADHOC and TESS Security.

**ADC Logon ID:** Enter logon ID of the user who is no longer at the agency.  
**Employee Email Address:** Enter the employee email address  
**Effective Date:** Enter the date that the request is to be effective.  
**Employee Name:** Enter the full name of the user.  
**Employee Title:** Enter the title of the user.  
**Phone:** Enter user telephone number, including area code and any extension.  
**Agency Name:** Enter the home agency name of the user.  
**Agency Code:** Enter the Agency Profile Code associated with the user's Financial Agency.  
**Employee Termination/Transfer Date:** The date the employee leaves the agency.

#### **APPLICATION REMOVAL SECTION:**

**Check box for each application (Adpics, Rstars, Adhoc & Tess) that is applicable to employee leaving agency**

**For Adhoc:** check which access application will be removed

Note: Adpics and Rstars are inactivated; Adhoc and Tess are deleted.

#### **APPROVALS SECTION:**

**Agency FMIS/ADPICS Functional Coordinator:** The Agency FMIS Functional Coordinator OR if the agency has specific Functional Coordinators for Adpics indicates whether the request is approved or denied and signs and dates the form.

**Agency R\*STARS Functional Coordinator:** The Agency R\*STARS Functional Coordinator indicates whether the request is approved or denied and signs and dates the form.

**Agency TESS Functional Coordinator:** The Agency TESS Functional Coordinator indicates whether the request is approved or denied and signs and dates the form.

**Agency FMIS Security Officer:** The Agency FMIS Security Officer indicates whether the request is approved or denied and signs and dates the form. The Security Officer sends approved requests to the DBM/EIS Security Services, 45 Calvert Street, Annapolis, MD 21401.

**DBM FMIS Security Officer:** The FMIS Security Officer indicates whether the request is approved or denied and signs and dates the form.

**FMIS Control Clerk:** The FMIS Security Control Clerk initials and dates the form when the data entry is completed